

UNIVERSITY OF WARWICK

Quality Enhancement Working Group

There will be a meeting of the Quality Enhancement Working Group at 2pm on Wednesday 15 October in the Teaching Grid, Library.

**Note: Questions on agendum items or apologies for this meeting should be directed to the Secretary of the Working Group, Julian Moss, ext 22707, email [julian.moss@warwick.ac.uk](mailto:julian.moss@warwick.ac.uk), or the Assistant Secretary, Jenny Bradfield, ext 74464, email [j.bradfield@warwick.ac.uk](mailto:j.bradfield@warwick.ac.uk)**

J F Baldwin  
Registrar

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AGENDA

1. Terms of Reference, Constitution and Membership

TO CONSIDER:

The Terms of Reference, Constitution and Membership of the Group for 2008-09, paper QEWG 1/08-09 (copy attached).

2. Minutes of the Previous Meeting

TO CONSIDER:

The minutes of the meeting of the Group held on Tuesday 27 May 2008 (previously circulated and available on the Governance website at [http://www2.warwick.ac.uk/services/gov/atoz/qualityenhancement/minutes/qewg\\_min\\_s\\_sum\\_2\\_08.pdf](http://www2.warwick.ac.uk/services/gov/atoz/qualityenhancement/minutes/qewg_min_s_sum_2_08.pdf)).

3. Freedom of Information: Publication Scheme (Senate minute 148/03-04 and Steering Committee minute 89/07-08 refer)

TO REPORT:

That the Steering Committee at its meeting on 29 October 2007 considered a paper outlining how the Freedom of Information Act 2000 applies to the publication of minutes of University bodies together with the University Publication Scheme adopted by the Steering Committee in December 2003, paper SC 60/07-08, and resolved that a standard item be included on the agenda of the first meeting of each University Committee at the start of each academic year to inform new members and to remind continuing members of the University policy on the publication of minutes.

TO RECEIVE:

Paper SC 60/07-08 (copy attached), noting that all non-reserved minutes and agenda of the Group are published on the University's Governance website at <http://www2.warwick.ac.uk/services/gov/atoz/qualityenhancement/minutes/>.

4. Matters arising

- (a) Reading Lists (QEWG minute 5/07-08 and AQSC minute 78/07-08 refer)

TO REPORT:

That the Academic Quality and Standards Committee at its meeting on 27 February 2008 considered the recommendation of the Group that the practice within some departments of nominating a member of academic staff to coordinate the submission of reading lists to the Library be adopted by all departments and resolved:

- (i) That the Library invite departments to nominate one or more members of academic staff to coordinate the submission of reading lists to the Library;
- (ii) That the Library develop the mechanism for actioning reading lists to incorporate feedback to academic staff on the lists they have submitted.

TO CONSIDER:

An oral report from Mr Antony Brewerton, Head of Academic Support, Library, on progress on the reading list project.

- (b) Warwick Awards for Teaching Excellence (minute 40(a)/07-08 refers)

TO REPORT:

That the winners and commendees in the 2007-08 Warwick Awards for Teaching Excellence were:

Winners

Tony Howard, English/CAPITAL Centre  
Robert O'Toole, Arts Faculty/elab  
Peter Abrahams, Warwick Medical School  
Seán Allan, German  
Paul Raffield, Law  
Ann Jackson, Warwick Medical School (Butterworth Award for Early Career Teacher)

Commendees

Adrian Stokes, Warwick Medical School  
Dave Wood, Maths  
John Davey, Biological Sciences  
Nadine Holdsworth, Theatre Studies  
Susan Bridgewater, Warwick Business School  
James Covington, Engineering  
Zachary Estes, Psychology

Lifetime Achievement Award

Salvador Ortiz-Carboneres, Language Centre

(c) Funded projects

(i) Evaluation reports (minute 40(c)/07-08 refers)

TO CONSIDER:

Evaluation reports received in respect of the following projects funded by the Education Innovation Fund:

- (A) Katherine Astbury (French), *French Theatre of the Revolution and the First Empire*, paper QEWG 2/08-09 (copy attached);
- (B) Stephen Butterfill (Philosophy), *Report tool: an online system for undergraduate student module reports*, paper QEWG 3/08-09 (copy attached);
- (C) David Nye and Jennifer Smyth (Comparative American Studies), *Online Archive of the Americas*, paper QEWG 4/08-09 (copy attached);
- (D) Dr P Mizen and Dr C Wolkowitz (Sociology) *Developing Student Learning through Visually Driven Investigation*, paper QEWG 8/08-09 (copy attached).

(ii) Teaching and Learning Enhancement Fund (minute 40(d)/07-08 refers)

TO REPORT:

- (A) That the following projects were supported in the first round of bids to the TALEF in July 2008:
  - (1) Shaheen Sardar Ali (Law), *Teaching and Learning of Islamic Law: developing innovative curriculum, methodology and materials for a distinctive teaching and learning experience*, £15,000;
  - (2) Lee Reilly (Chemistry), *e-Tutorials for Chemistry*, £2,500;
  - (3) Zhiyan Guo (Language Centre), *Developing an Online Chinese Learning Environment*, £5,000;
  - (4) Sean Russell (CSDE), *Student Mentoring and Buddying Project*, £5,000;
  - (5) Ken Flint (Biological Sciences), *Mature and International Students – transition into University*, £2,900;
  - (6) Richard Smith (Centre for Applied Linguistics), *Building an alumni community of practice by*

*means of vodcasts and online news and support, £5,000;*

(7) Nicholas Monk (CAPITAL Centre), *Performing Shakespeare's Venice*, £4,000.

(B) That the deadline for expressions of interest for the second round of funding for projects exceeding £5,000 was 16 September 2008, that two expressions of interest have been received and that the deadline for full bids and bids for smaller projects (£5,000 or less) is 13 October 2008.

(d) Joint degrees (minute 40(e)/07-08 refers)

TO CONSIDER:

An oral report from the Chair and the Assistant Secretary.

5. Chair's Business

6. QAA Institutional Audit

TO RECEIVE:

The Quality Enhancement section of the final version of the University's Institutional Briefing Paper, paper QEWG 5/08-09 (copy attached), noting that the full document and supporting evidence is available at <http://www2.warwick.ac.uk/services/quality/categories/institutionalaudit/outline/keydocs/>

TO CONSIDER:

An oral report from the Chair and Secretary on the Institutional audit Briefing visit 7-9 October.

7. Teaching and Learning Forums

TO CONSIDER:

Oral reports from the Chairs of the Faculty Teaching and Learning Forums.

8. Review and Evaluation of the Learning Grid

TO CONSIDER:

A report from Ms Emma King, Teaching Grid and Learning Grid Manager, on the ongoing review and evaluation of the Learning Grid, paper QEWG 6/08-09 (copy attached).

9. Review of e-Learning Showcase Day March 2008

TO CONSIDER:

The minutes of the e-Learning Showcase Day review meeting held on 30 June 2008, paper QEWG 7/08-09 (copy attached).

10. CETL Evaluation

TO REPORT:

That the Pro-Vice-Chancellor (Teaching & Learning and International Affairs) has started an evaluation of the University's two Centres for Excellence in Teaching and Learning, the CAPITAL Centre and the Reinvention Centre, paper SC 15/08-09 (copy attached).

TO CONSIDER:

- (a) Interim Self-evaluation report prepared by the CAPITAL Centre in summer 2007 for HEFCE, paper QEWG 9/08-09 (copy attached), noting that the appendices are available at [http://www2.warwick.ac.uk/fac/cross\\_fac/capital/about/hefce/](http://www2.warwick.ac.uk/fac/cross_fac/capital/about/hefce/);
- (b) Interim Self-evaluation report prepared by the Reinvention Centre in summer 2007 for HEFCE, paper QEWG 10/08-09 (copy attached);
- (c) Executive Summary of a review of the CETL initiative by the Centre for the Study of Education and Training (Lancaster University) for HEFCE, paper QEWG 11/08-09 (copy attached), noting that the full report is available at [http://www.hefce.ac.uk/pubs/rdreports/2008/rd08\\_08/](http://www.hefce.ac.uk/pubs/rdreports/2008/rd08_08/).

11. Any other business

12. Next meeting

TO REPORT:

That the next meeting of the Group will be held in the Autumn Term 2008 on a date to be decided.